

CHAPTER 32
FOOD PROTECTION CERTIFICATION PROGRAMS

[Prior to 8/26/87, see Inspections and Appeals Department[481]—Ch 23]

481—32.1(137F) Definitions.

“Accredited” means a review of a certifying organization by an independent organization using specific criteria required in this chapter to verify compliance with food protection certification examination program standards.

“Accrediting organization” means an independent organization that determines whether a food protection manager certification program meets the standards of this chapter.

“Certification” means successful completion of testing to show that an individual has achieved competency levels of skills and knowledge of food protection necessary to perform as a food manager based on the criteria and standards specified in this chapter.

“Certification program” means the sum of individual components including testing according to this chapter that results in certification of individuals as meeting minimum standards of knowledge and food protection.

“Certified food protection manager” means the operator or a manager (person in charge) of a (re-tail) food establishment who has been certified by an approved food protection certification examination.

“Council on food protection practices” means the council established to advise the department regarding the operation of the certification program. The council membership includes three food regulators, two members from industry or industry trade associations, and two members from an accredited academic institution with a program in food protection.

“Food protection certification examination” means the examination in food protection approved in accordance with this program.

481—32.2(137F) Approval of certification programs.

32.2(1) Certification programs approved by the Conference on Food Protection (CFP) shall be recognized by the department upon receipt of appropriate documentation that the program is approved by the CFP.

32.2(2) The certification program must be reviewed by the council on food protection practices prior to being reviewed or approved by the department as meeting the requirements of this chapter. Each organization seeking approval from the department to develop and administer a certification program examination for certified food protection managers shall provide the following background information:

a. The organization’s name, ownership, address, telephone number, contact person and other identifying information.

b. A description of the scope of usage of the examination including the time in use, number of examinations already administered and any government or other agencies that have already approved the examination.

c. Demonstrated experience in the development of psychometrically valid competency examinations.

d. Adequate documentation from an accrediting organization to verify that the examination is accredited.

481—32.3(137F) Test development. The test shall be legally defensible which means the ability to withstand a legal challenge to the appropriateness of the examination for the purpose for which it is used. This means that the examination can be defended due to the perceived bias of the examination, inappropriate chosen content, or claim that the examination does not adequately protect the consumer.

Each organization shall provide information about the development and administration of the examination for which approval is sought, including:

1. Formation of the examination questions with number of items in the question bank, the source of questions, method of composition and job relatedness.
2. Content validity based on “Demonstration of Knowledge” in Section 2-102.11 of the Food Code and requirements in Iowa Code chapter 137F and administrative rules adopted in regard to retail food establishments.
3. Test development, including setting the passing score, based on the most recent edition of Standards for Educational and Psychological Testing, developed by the American Psychological Association, American Educational Research Association and National Council on Measurement in Education, and all appropriate federal requirements (for example, Americans with Disabilities Act, Equal Employment Opportunity Commission standards). Tests must be revised as needed to meet changes in the Standards for Educational and Psychological Testing or any of the federal requirements.
4. Methods used to provide alternative examination forms (retakes) from the bank of questions.
5. Alternative language forms used.
6. Item analysis data to show that each examination is measuring performance at the same difficulty and reliability levels.
7. Policies and procedures used to administer examinations.

481—32.4(137F) Test administration. Each testing organization shall provide adequate security mechanisms that include:

1. Providing effective security during preparation, printing, transportation, handling, administration and destruction of the examinations.
2. Ensuring that approved organization monitors are present during the administration of the examinations.
3. Maintaining a tracking system of all examinations.
4. Making provisions to remove a particular version if the examination has been compromised.

32.4(1) Each testing organization shall ensure administration of examinations in compliance with this chapter by:

- a. Verifying the eligibility of candidates according to this subrule and ensuring that the examination taker and applicant are the same person. The monitor shall confirm the identity of the individual who wishes to take the examination by photograph identification, driver’s license or student identification card.
- b. Providing the necessary staff and resources to administer, monitor and grade examinations. There shall be at least one monitor for every 35 students taking the examination.
- c. Maintaining safeguards to ensure that individuals who have cheated on the examination are not granted certification.
- d. Providing an individual who speaks English as a second language with the opportunity to take the examination in the individual’s language if such is available, or providing the individual with a translator if one is requested.

- e. Accommodating the needs of special populations to enable them to take the examination.

32.4(2) The examinations shall be stored and administered under secure conditions. “Secure conditions” means that access to the examination is limited to the monitor of the examination or an agent of the department. The examinations shall be inventoried before and immediately following each administration of the examination. The location of the examinations shall be monitored and kept in a log at all times.

481—32.5(137F) Reporting requirements. Each testing organization shall collect and provide the following performance criteria to the department:

1. Statistics following the examination which indicate the percentage of candidates answering each question correctly, number of candidates choosing each response, reliability estimates and discrimination indices.
2. Within 15 working days of each examination, the following class enrollment information: each candidate's name, home address, passing/failing score, date of examination and names of instructors and monitors.
3. An annual report showing the number of candidates tested, the number passing the examination and the number failing the examination.

481—32.6(137F) Audit by the department. The department reserves the right to audit operations to verify security measures and compliance with these rules.

These rules are intended to implement Iowa Code section 137F.2.

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CHAPTER 33

FOOD AND BEVERAGE VENDING MACHINES INSPECTIONS

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